APPENDIX F

MISHAP MSG AIRCREW INFORMATION REPORT

The Mishap Message Aircrew Information Report summarizes flight time and other information captured in **ALMIS** about the flight crew. Information is listed by each crewmember rank/rating and last 4 of SSN (no names).

Based on what was recorded in **ALMIS/EAL** for the mishap flight, the **MMAIR** provides crew position (**PIC, NPIC, BA, RS,** etc) and designation/qual, along with total flight time.

Flight time is broken down by aircraft type, actual, simulator, pre-AMMIS and non-USCG.

The report also provides flight time for the last 30 days and NVG time.

A WORD OF CAUTION: Not everyone's flight time is accurate/up-to-date in **ALMIS/EAL**. Some people have not entered or updated their pre-AMMIS and non-USCG flight time.

Exact flight time is not needed for the mishap message. However, you should check the report with the crews to be sure the flight time listed on the MMAIR report is correct.
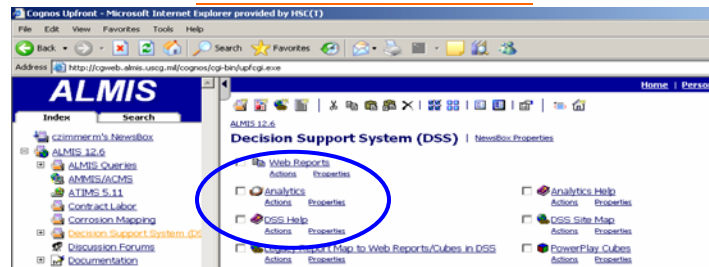
If not, the individual can use the PILOT EXPERIENCE module in **EAL** to update the information.

You can request that everyone at the unit check and update their information, since each pilot can update their own information. (see page 3 of this Appendix for directions on updating flight time).

If you find problems with the ALMIS/EAL database or modules you should call the **ALMIS/EAL** help desk 252-335-6793 or ARSC.CUSTSUP@uscg.mil(24X7).

If you do run into problems with this report or things do not work the way described here, please let CG-1131, so we can work with ARSC to correct the problems.
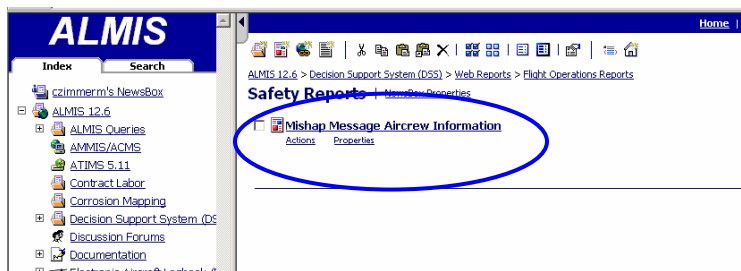
USING THE MMAIR

Using **Web Reports** in DSS, go to **Flight Operations Reports.**

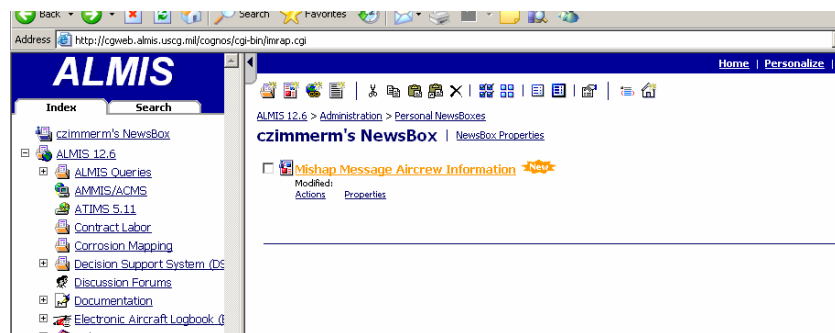Click on **Safety Reports** and then **Mishap Message Aircrew Information.**

Enter the tail #, date and departure (Zulu) time of the mishap event.

NOTE: For flights that were canceled due to a reportable event enter the SSN of the mishap crew members.

The report will show up in your NewsBox.

UPDATING FLIGHT TIME

Pre-AMMIS flight time is CG flight time flown before **AMMIS** started tracking individual flight time. This flight time must be entered by the individual aircrew.

Non-USCG flight time is flight time flown in non CG aircraft either before or during CG service.

To update or check on flight time go to the **Electronic Aircraft Logbook** (EAL) > Training > Pilot Experience.

PILOT EXPERIENCE Module: (use to edit flight time) Pilots are listed by OPFAC. Total flight time is displayed by pre-AMMIS Hours (actual and simulator) and non USCG hours (actual and simulator). Selecting the name of the person whose record is to be edited will bring up the PILOT EXPERIENCE REVIEW page: This page displays pre-AMMIS and non USCG total time in type (actual and simulator) with start and end dates.

Select EDIT PILOT EXPERIENCE from the third menu line. This page allows you to select different aircraft and input total flight time by aircraft type with start and end dates. Click SAVE and the person's flight time is updated.

PILOT EXPERIENCE REPORT: (use to review flight time recorded in ALMIS) You can also check a persons flight time by going to DSS > Web Reports > Flight Ops Report > Pilot Reports> Pilot Experience Summary Report. Enter the person's SSN and retrieve the report from you NewsBox. This will give you a report similar to the **MMAIR** report.